



## KENTUCKY BOARD OF LICENSURE FOR PRIVATE INVESTIGATORS

**Ernie Fletcher**  
Governor

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<http://finance.ky.gov/ourcabinet/caboff/OAS/op/>

### **APPLICATION PROCEDURES**

In reply to your request for licensure information, enclosed is an application for licensure as a Private Investigator and Private Investigator Company. The requirements for licensure are defined in the laws and regulations (copy included) and should be studied very carefully.

The completed application, fee and three (3) completed fingerprint cards, including fee, and additional required documentation indicated on the application instructions, **must** be received in the board office no later than five (5) working days prior to the regular meeting. The board typically meets the first Thursday of each month at 1:00 p.m. (Board meeting dates/times are subject to change.) Incomplete applications will not be reviewed by the committee. **There are no exceptions.**

#### **FEES:**

- ? Private Investigator licensure fee - \$400 (\$100 submitted at the time of application fee + \$300 prior to license issuance)
- ? State and National Criminal History Background Report fee (with fingerprint cards) - \$34
- ? Kentucky Administrative Office of the Courts Criminal Background Report fee - \$10 (must be submitted to the Kentucky AOC for processing – directions are on the form)
- ? **All fees must be paid by certified check or money order made payable to the Kentucky State Treasurer. DO NOT SEND CASH;**

If you have any questions please contact the Board administrator at (502) 564-3296, extension 222. The web site address for the board is: <http://occupations.ky.gov/privateinvestigators>

#### **Please be aware of the following important notes:**

- ? **A private investigating company whose workforce is comprised of only one private investigator is exempt from holding the company license. A written statement over the company owner's signature must be submitted to the board.**
- ? A company application **must** also be completed and submitted with the private investigator application(s) (unless you meet the exemption mentioned above);
- ? Two (2) recent color photographs **no larger than 2"x2"** with your name and social security number on the back must be included;
- ? Current certificate of general liability insurance coverage as outlined in KRS 329A.035;
- ? Additional fingerprint cards **must** be obtained from the Board office;
- ? If you require special accommodations for the examination, you must submit documentation of proof from a medical professional and notify the board in writing of the specific accommodations necessary;
- ? **Credit references and letters are no longer required;**
- ? Arson/fire investigators must submit copy of national certification from the National Association of Fire Investigators or the International Association of Arson Investigators;
- ? **Exam Information:** Once your application is approved by the Board, the exam study guide and letter containing all information needed to schedule the administration of the exam will be forwarded to you. **Exam fee of \$110.00 is paid to the examination company, Lasargrade. Lasargrade will assist you in locating a testing site nearest to your location.**
- ? **Kentucky now has a reciprocal agreement with Tennessee. You must submit license verification from the Tennessee Commission.**